

Brigade Command Policy # 01-15

AFZN-BA (AR 600-8-22)

MEMORANDUM FOR 1st Brigade , 1st Infantry Division (Mech)

SUBJECT: Brigade Commander's Policy Letter on Award Processing

REFERENCE:

AR 600-8-22, Military Awards, Dated: 25 FEB 95
FORSCOM Suppl 1 to AR 600-8-22, Military Awards, Dated: 1 FEB 97
AR 25-400-2, Modern Army Record Keeping System (MARKS), Dated: 26 FEB 93
AR 600-8-2, Suspension of Favorable Actions (FLAGS), Dated: 30 OCT 87
AR 600-8-105, Military Orders, Dated: 28 OCT 94

1. This memorandum outlines the administrative procedures for processing awards for all units and staff sections assigned to the First Brigade Combat Team.

2. To ensure timely presentation of awards prior to the recipient's departure the following submission timeline applies to all awards processed through 1st Brigade:

Legion of Merit (LOM): 150 days prior to desired presentation date
Meritorious Service Medal (MSM): 90 days prior to desired presentation date
Army Commendation Medal (ARCOM): 30 days prior to desired presentation date
Army Achievement Medal (AAM): 30 days prior to desired presentation date

3. Battalion Awards Clerks will establish submission policies that coincide with the above Brigade submission timeline. Consideration will only be given to soldiers taking terminal leave or applicable leaves that will effect presentation date or impact awards.

4. Units will submit all award recommendations on DA Form 638 (November 1994). All areas will be completely filled out, with all the required signature blocks on the reverse of the form, and all obtainable signatures. A completed Headquarters, Fort Riley Awards Coversheet 27-E (see enclosure A) and a copy of the soldiers ERB will accompany the award submission, along with a Body Fat Worksheet and copy of the soldier's profile, if applicable. These documents will accompany award submissions for ARCOM and below.

5. Qualifications for awards submitted will be verified and block #22 on the reverse of DA Form 638 will be signed legibly and dated by the company commander. (AR 600-8-22 tables 3-4, para 18). The award will be submitted to each intermediate authority in succession.

6. Assumption of command orders will accompany all award submissions with any Acting Commander's signature block. Signing "for" an individual is not permitted on DA Form 638.

7. Awards downgraded by the Brigade Commander may be reconsidered for approval. The recommending unit must submit a memorandum, accompanied by the original recommendation, stating why the award recommendation should be reconsidered.

8. On the last day of every month, each battalion Awards Clerk will provide the Brigade Awards Clerk a complete and accurate DA form 4612-R along with the month's orders log. The Battalion Awards Clerk needs only to provide the information for the awards in which their Battalion Commander is the approving authority. The DA form 4612-R must possess all the necessary information of award presentations for the month. The DA form 4612-R and the orders log should be typed before presentation to the Brigade.

9. In order to provide timely submission of awards, battalion should:

a. Identify losing soldiers 90 to 150 days before departure utilizing the C-13 SIDPERS generated report (loss roster) generated query.

b. Check to insure identified soldier is not flagged, utilizing the C-95 SIDPERS generated report (Suspense of Favorable Personnel Action Roster)

c. Forward to the unit commander a recommendation for award memorandum for those soldiers identified as 150-day losses to determine the type of award or action to be taken. Enter the date that the unit was notified of the loss and the suspense date for the return of the award recommendation on the awards control log.

d. Upon submission of an award, each is be screened for completeness and accuracy as follows:

(1) Ensure addresses are complete and accurate.

(2) Ensure there is date in Block #3.

(3) Ensure administrative data on the service member being recommended is correct (i.e. name, with middle initial if applicable, is spelled correctly and social security number is correct)

(4) Ensure previous awards are correct and the accurate Oak Leaf Cluster is annotated.

(5) Ensure recommender has signed the award. Ensure **all** signature blocks and obtainable signatures have been placed on the reverse of DA for 638; part V should be left blank.

(6) Sign Block #22 to verify the service member qualifies for the recommended award.

10. Complete a Fort Riley Form 27-E and attach it to all awards prior to forwarding to the Brigade S1. Body fat worksheets should be included in award packet when applicable. Award packets should include:

	<u>LOM/MSM</u>	<u>ARCOM</u>	<u>AAM</u>
Original 638	X	X	X
Fort Riley Form 27-E		X	X
ERB (if applicable)		X	X
Body fat worksheet (if applicable)		X	X
Proof of prior awards if ERB has			
Not been updated		X	
Proposed Citation on separate			
Page (required for LOM)		X	
APFT Card		X	
Weapons Qualification Card		X	

11. My guidance on a rule of thumb for specific award recommendations is Tank/Engineer Squad STX/Paladin gunnery Top Guns per BN receive ARCOM per soldier. Brigade NCO and Soldier of the Quarter/Year receive ARCOM each.

12. Additional guidance for end of tour PCS or ETS/Retirement awards follows. The following guidelines are meant to be followed generally; the chief criterion in determining end of tour awards is performance.

	PCS	ETS/Retirement
E1-E4	AAM/ARCOM	ARCOM
E5-E6	ARCOM	ARCOM/MSM
E7-E9	MSM	MSM/LOM
O1-O3	ARCOM	ARCOM
Company CDR	ARCOM/MSM	ARCOM/MSM
BN CDR	MSM/LOM	LOM

//original signed//
BART HOWARD
COL, AR
Commanding